

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

OR AGENCY USE

ion Date

Department of Education

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FOR RECORDS MANAGEMENT L.

Application Number

FOR AGENCY USE FOR RECORDS MANAGEMENT USE Application Date Department of Education Office of Vocational Education Division of Vocational Instruction **Application Number** Date Completed Trade and Industrial Education Unit FEB 1 1 1981 FEB 5 1981 Atlanta, Georgia 2. Person to Contact Working Title **Telephone Number** Bobbye Smith Assistant Supervisor 656-2554 3. Action Requested a. 🖳 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Diversified Cooperative Training (DCT) Secondary Vocational Education Monthly Report Files 1979 | to date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documenting daily work activity of Diversified Cooperative Training coordinators and providing statistical data on DCT programs and youth Included are: copies of Secondary Vocational Education Monthly Report (DE Form 0537) File is arranged: chronologically by fiscal year, thereunder alphabetically by school system 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ _; Seven to twelve months old ____; Thirteen to twenty-four months old ____;

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twenty-five months and older ______

9. Annual Rate of Accumulation of Records

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